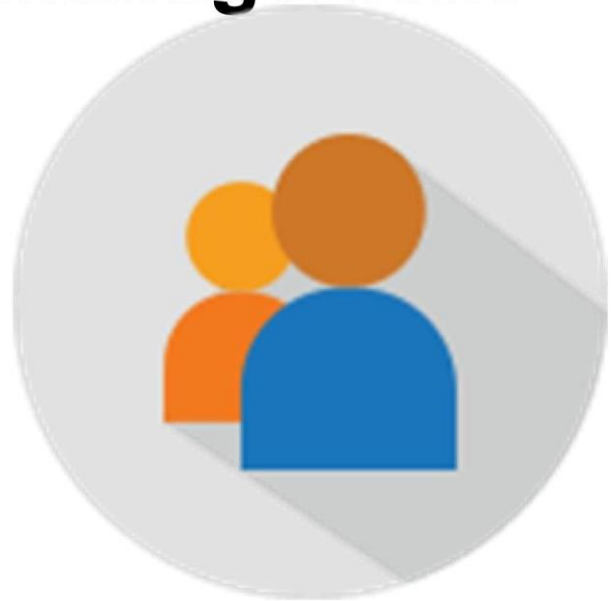


Chapter

2

Account Management



CHAPTER 2 – ACCOUNT MANAGEMENT

The Account Management module provides tools for managing individual user accounts, profiles, privileges, roles, and passwords. The module also provides access to the Order Management tool that is designed to help researchers create and/or manage BioSample orders.

2.1 OBJECTIVE

This chapter provides information for users on how to:

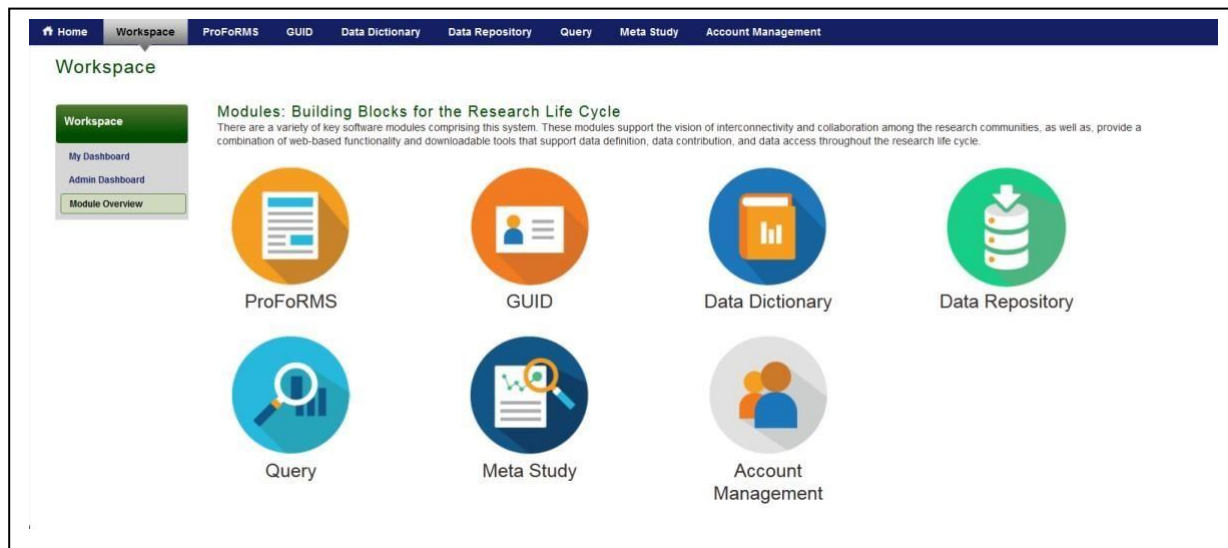
- ❖ Account Management: ○ View
My Profile ○ Edit My Profile ○
Change Password ○ Upload
Documentation ○ Request
Additional Privileges

2.2 MODULE NAVIGATION

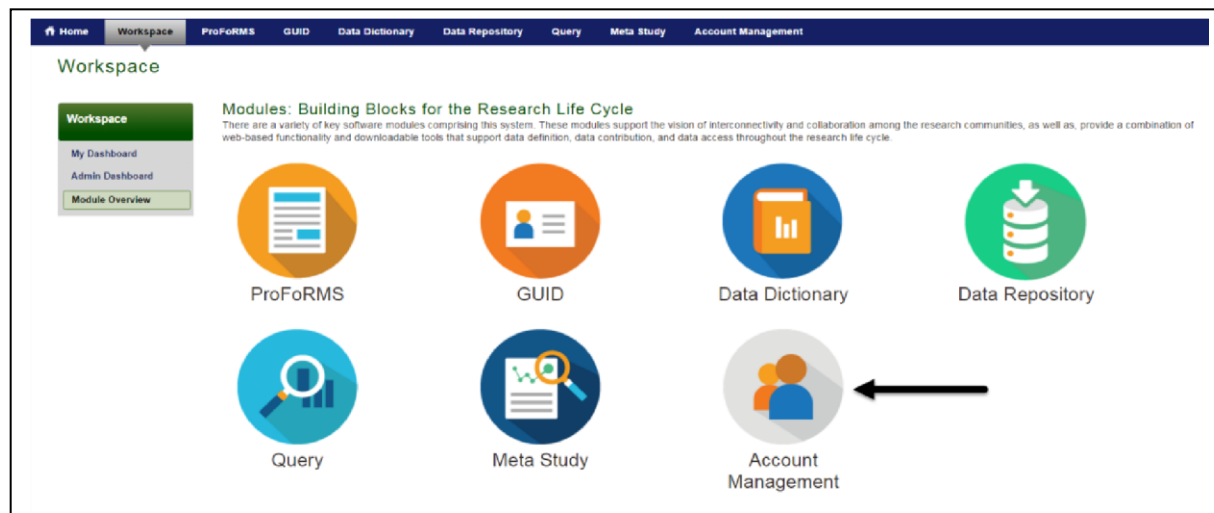
The **Account Administration** tools (including study administration) are available within the Account Management module.

To access the **Account Management** module, perform the following actions:

1. Log in to the system.
2. Navigate to the **Workspace** landing page.



3. Click the **Account Management** module icon.




4. Click the **Account Management** menu using the left side menu to navigate through the sub-menus.
With the **Account Privileges** available to all users, the following is displayed::



Things to Note:

ICON KEY

 Use the left side menu to navigate through the module.

 Notes

 Important

Information

2.3 ACCOUNT MANAGEMENT

The **Account Management** module houses the features to:

- ❖ View My Profile
- ❖ Edit My Profile
- ❖ Change Password
- ❖ Upload Documentation
- ❖ Request Additional Privileges

All BRICS users have access to the Account Management module; however, your role determines what you can and cannot do within the module.

2.3.1 View My Profile

When logged into the system, a user may access the My Profile page at any time.

To display **My Profile**, perform the following actions:

1. Log in to the system.
2. Navigate to the **Account Management** module from your **Workspace**.



3. Click on the **My Profile** link to display your Account Profile.



4. The **My Profile** page displays as seen below.

[Home](#)
[Workspace](#)
[ProFoRMS](#)
[GUID](#)
[Data Dictionary](#)
[Data Repository](#)
[Query](#)
[Meta Study](#)
[Account Management](#)

Account Management

Account Management

- My Profile**
- Change Password
- Request Additional Privileges

My Profile

Username: tester1
First Name: Test
Middle Name:
Last Name: Account
E-Mail: testing@yahoo.com
Affiliated Institution: NIH/CIT/BRICS
Phone Number: +11111111111
NIH Federal Identity: None Specified

Account Status: Active
Street Line 1: 123 Main Street
City: Bethesda
Country: United States of America
Postal Code: 20892
State: MD
Phone: +11111111111

Account Privileges

Search:

PRIVILEGE	STATUS	EXPIRATION DATE
Account	Active	No Expiration Date
Data Dictionary	Active	17-Jun-2020
Data Repository	Active	17-Jun-2020
GUID	Active	17-Jun-2020
Meta Study	Active	17-Jun-2020
ProFoRMS	Active	17-Jun-2020
Query	Active	17-Jun-2020

Showing 1 to 7 of 7 entries

First
Previous
1
Next
Last

Permission Group

Search:

PRIVILEGE	STATUS
No data available in table	

Showing 0 to 0 of 0 entries

First
Previous
Next
Last

Existing Files

Add

Download All

Search:

FILE NAME	FILE TYPE	DATE SUBMITTED
Account request for FITBIR Stage testing.docx	Other Change File Type	2019-06-17 Delete

Showing 1 to 1 of 1 entries

First
Previous
1
Next
Last

Electronic Signatures

FILE NAME	COMPLETE DATE/TIME
tester1_esig_2019-06-17.pdf	2019-06-17 11:44

Showing 1 to 1 of 1 entries

First
Previous
1
Next
Last

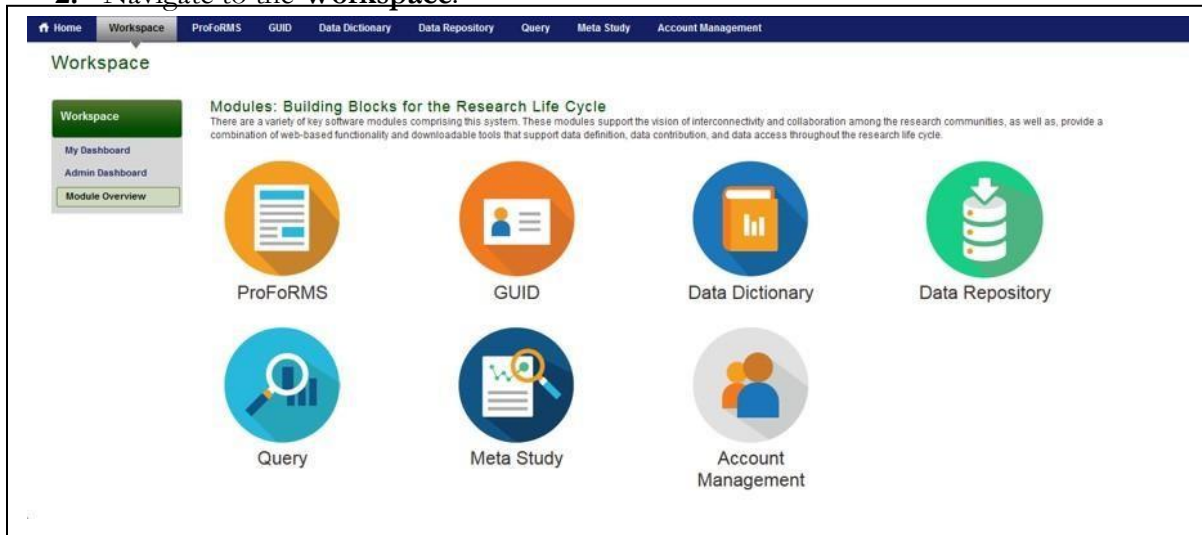
Page 7 of 19 **BRICS ACCOUNT MANAGEMENT USER MANUAL**
 © 2019 National Institutes of Health/CIT – Proprietary and Confidential

2.3.2 Edit My Profile

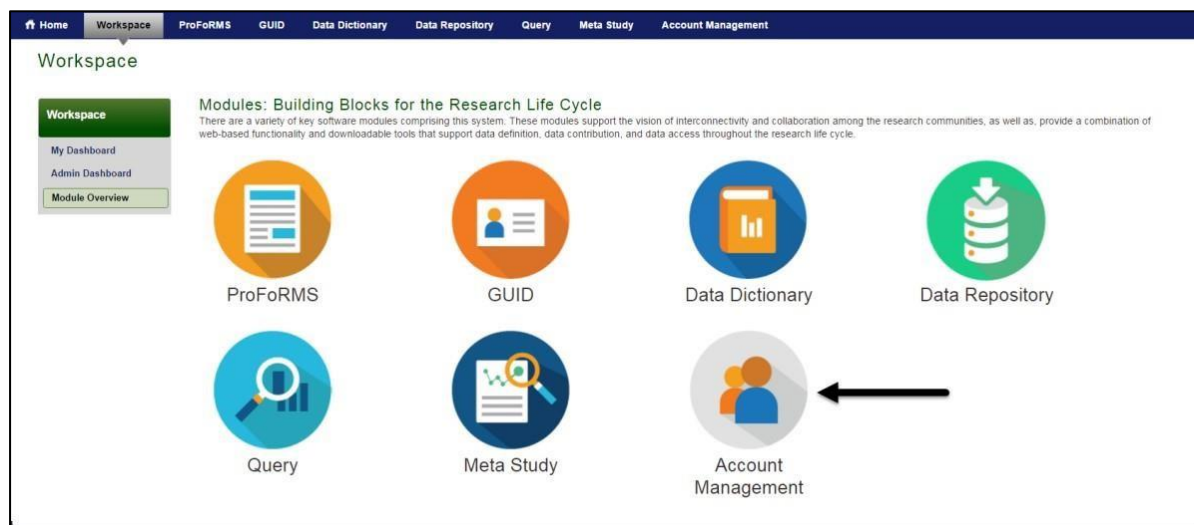
When logged into the system, a user's account profile can be changed using the **Edit My Profile** option.

To edit your profile, perform the following actions:

1. Log in to the system.
2. Navigate to the **Workspace**.



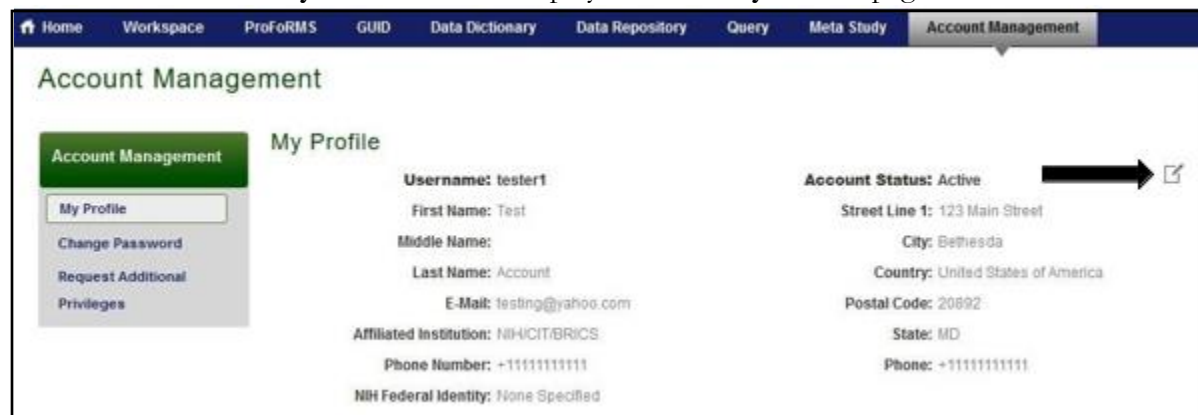
3. Select the **Account Management** module.



4. Click on the My Profile link.



5. Click on the **Edit My Profile** icon to display the **Edit My Profile** page.



6. Enter the profile information you wish to edit including any contact information as needed and click the **Update Profile** button to update your profile.

Home

Workspace

ProFoRMS

GUID

Data Dictionary

Data Repository

Query

Meta Study

Account Management

Account Management

My Profile

Change Password

Request Additional Privileges

My Profile > Edit My Profile

Edit My Profile

Please provide your preferred contact information:

Username : tester1

NIH Federal Identity :

First Name * : Test

Middle Name :

Last Name * : Account

E-Mail * : testing@yahoo.com

Affiliated Institution* : NIH/CIT/BRICS

Street Line 1 * : 123 Main Street

Street Line 2 :

City * : Bethesda

Country * : United States of America

Postal Code * : 20892

State * : Maryland

Phone * : +1111111111

Briefly describe why you are requesting access to the system. Explain how you intend to use the system and your intentions for data submission and/or data access *

Test account

UPDATE PROFILE

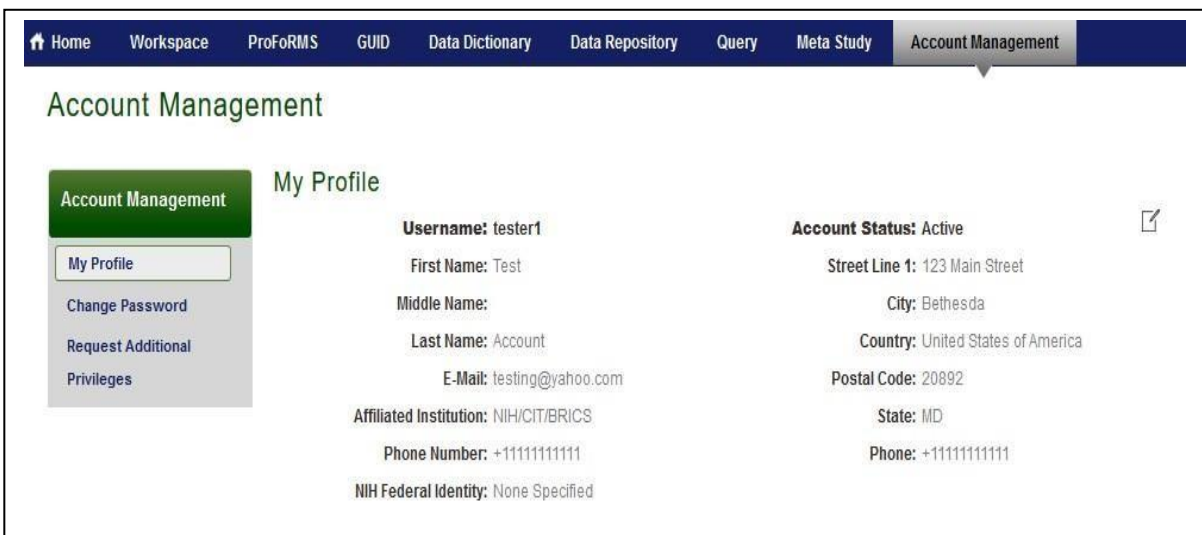
Cancel

2.3.3 Change Password

When logged into the system, a user's account password can be changed using the *Change Password* link on the left side menu. This may be performed at any time to enhance security as necessary or for any other personal reason you would like to change your password.

To change your password, perform the following actions:

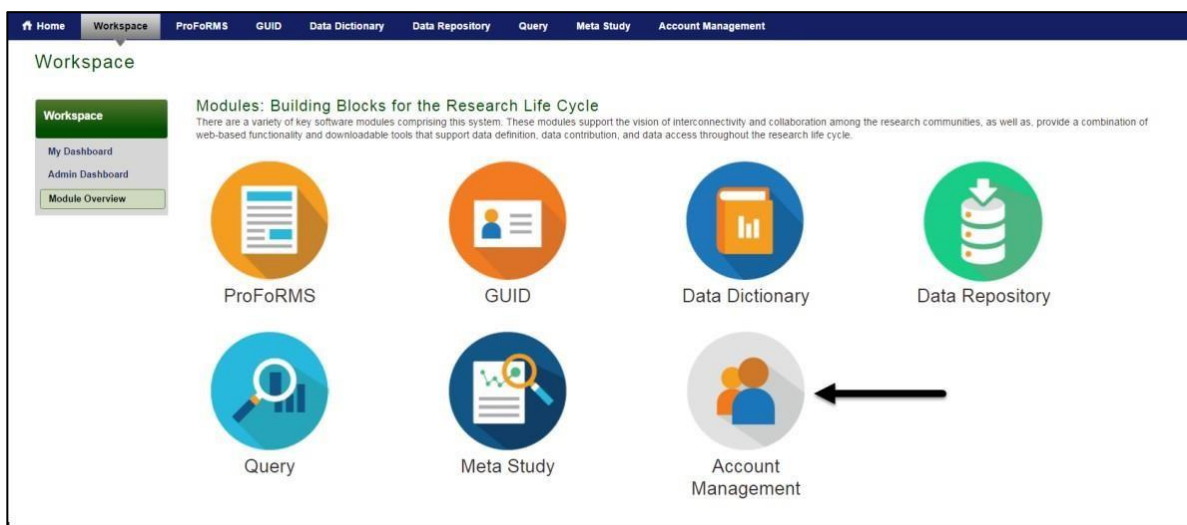
1. Log in to the system.
2. Navigate to the **Workspace**.



The screenshot displays the 'Account Management' section of the BRICS system. The top navigation bar includes links for Home, Workspace, ProFoRMS, GUID, Data Dictionary, Data Repository, Query, Meta Study, and Account Management. The 'Account Management' section is active, showing a sidebar with options: My Profile, Change Password, Request Additional, and Privileges. The 'My Profile' section displays the following information:

My Profile	
Username: tester1	Account Status: Active
First Name: Test	Street Line 1: 123 Main Street
Middle Name:	City: Bethesda
Last Name: Account	Country: United States of America
E-Mail: testing@yahoo.com	Postal Code: 20892
Affiliated Institution: NIH/CIT/BRICS	State: MD
Phone Number: +11111111111	Phone: +11111111111
NIH Federal Identity: None Specified	

3. Select the **Account Management** module.



4. Select the **Change Password** tab.

- a. The **New Password** textbox expands to display the password creation standards that must be followed when choosing a new password.

5. Enter your **Current Password**, **New Password**, and **Confirm Password** in the text boxes to confirm your new password.

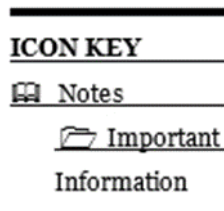
6. Click the **Change Password** button.

- a. The password change takes effect immediately and must be used when logging into BRICS again.






The screenshot shows the 'Account Management' page. On the left, there is a sidebar with 'Account Management' selected, and other options like 'My Profile', 'Change Password', 'Request Additional Privileges'. The main area is titled 'Change Password' and contains a form with three input fields: 'Current Password *', 'New Password *', and 'Confirm Password *'. Below the form, there is a green 'CHANGE PASSWORD' button and a 'Cancel' link.

7. If you decide to leave your change password screen without submitting a new password request, click on the **Cancel** button.



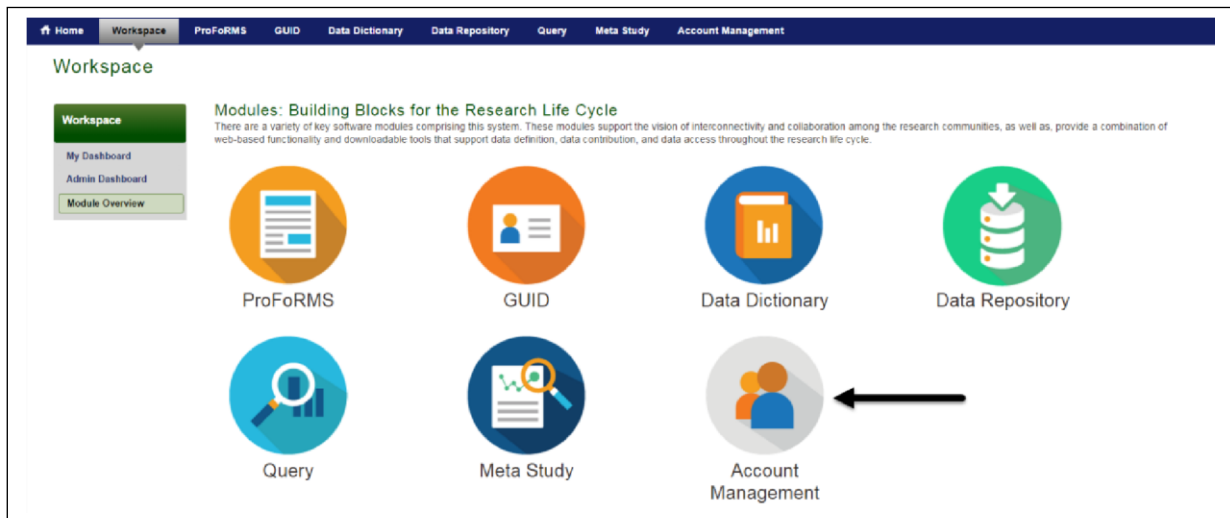
Things to Note:

-  Passwords are case sensitive and consist of 8-15 alphanumeric characters including at least 3 of the following different kinds of characters: capital letters, lowercase letters, numbers, and/or special characters.
-  Passwords display as dots for security purposes. Make sure to enter your password carefully.
-  Your old password may re-appear in the Password field if you have not cleared your browser's cache/history, especially if you had previously opted to save the password in the field. Make sure you are entering the new password before you attempt to log in. If unsure, clear the cache/history and log in again with the new password.

2.3.4 Upload Documentation

To upload documentation, perform the following actions:

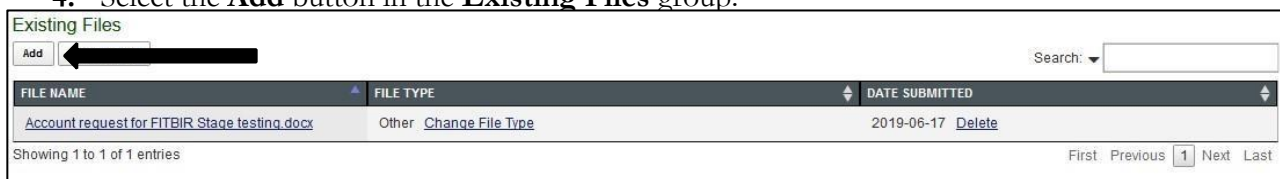
1. Log in to the system.
2. Navigate to the **Workspace** and select the **Account Management** module.



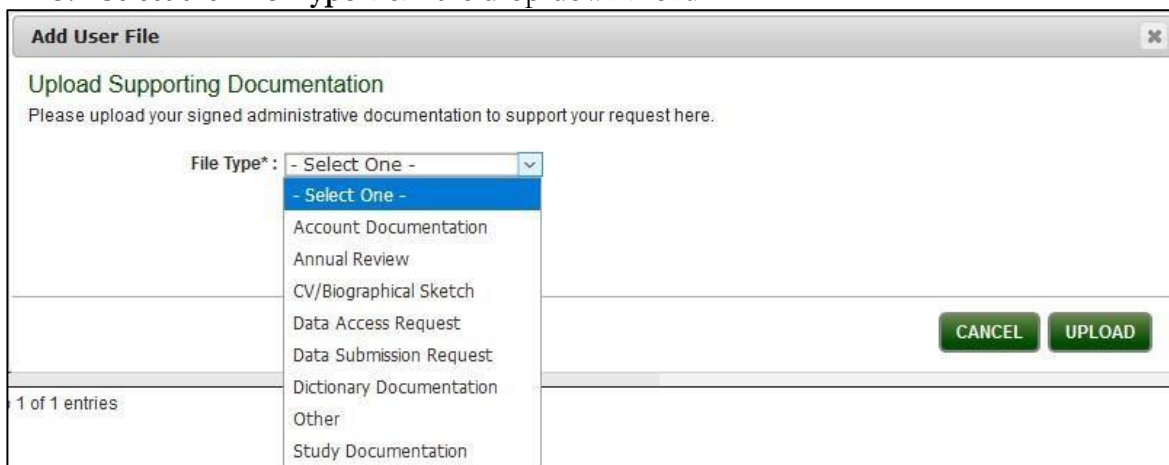
3. Click the **My Profile** link.



4. Select the **Add** button in the **Existing Files** group.



5. Select the **File Type** from the drop-down menu.




- Click on the **Browse** button to select the documentation from the desired location on your computer and then click the **Upload** button to complete the document upload process.

Add User File

Upload Supporting Documentation

Please upload your signed administrative documentation to support your request here.

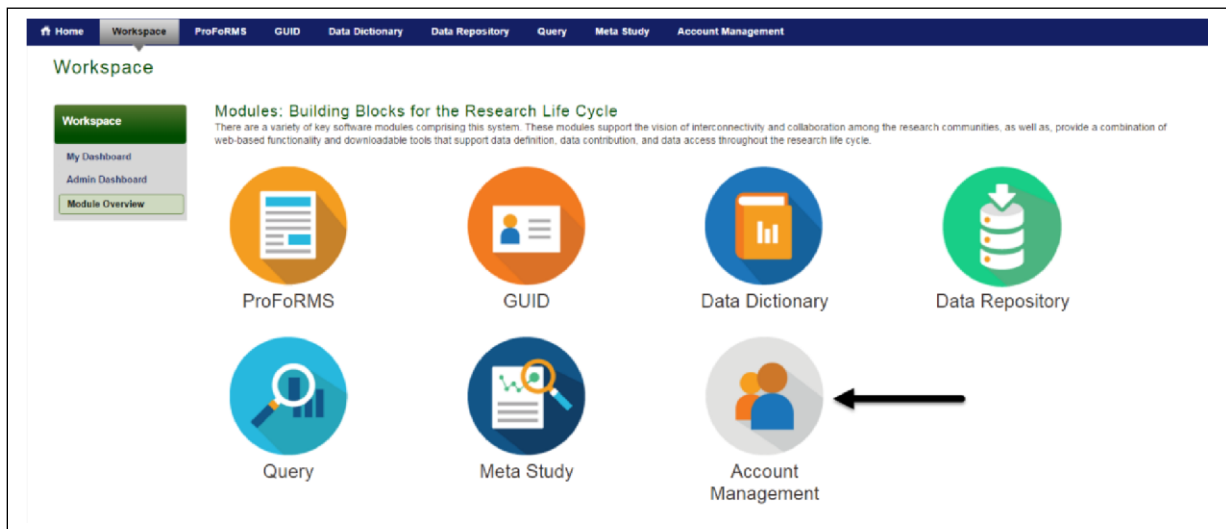
File Type*: Other

 No file selected.

2.3.5 Request Additional Privileges

To request additional privileges, perform the following actions:

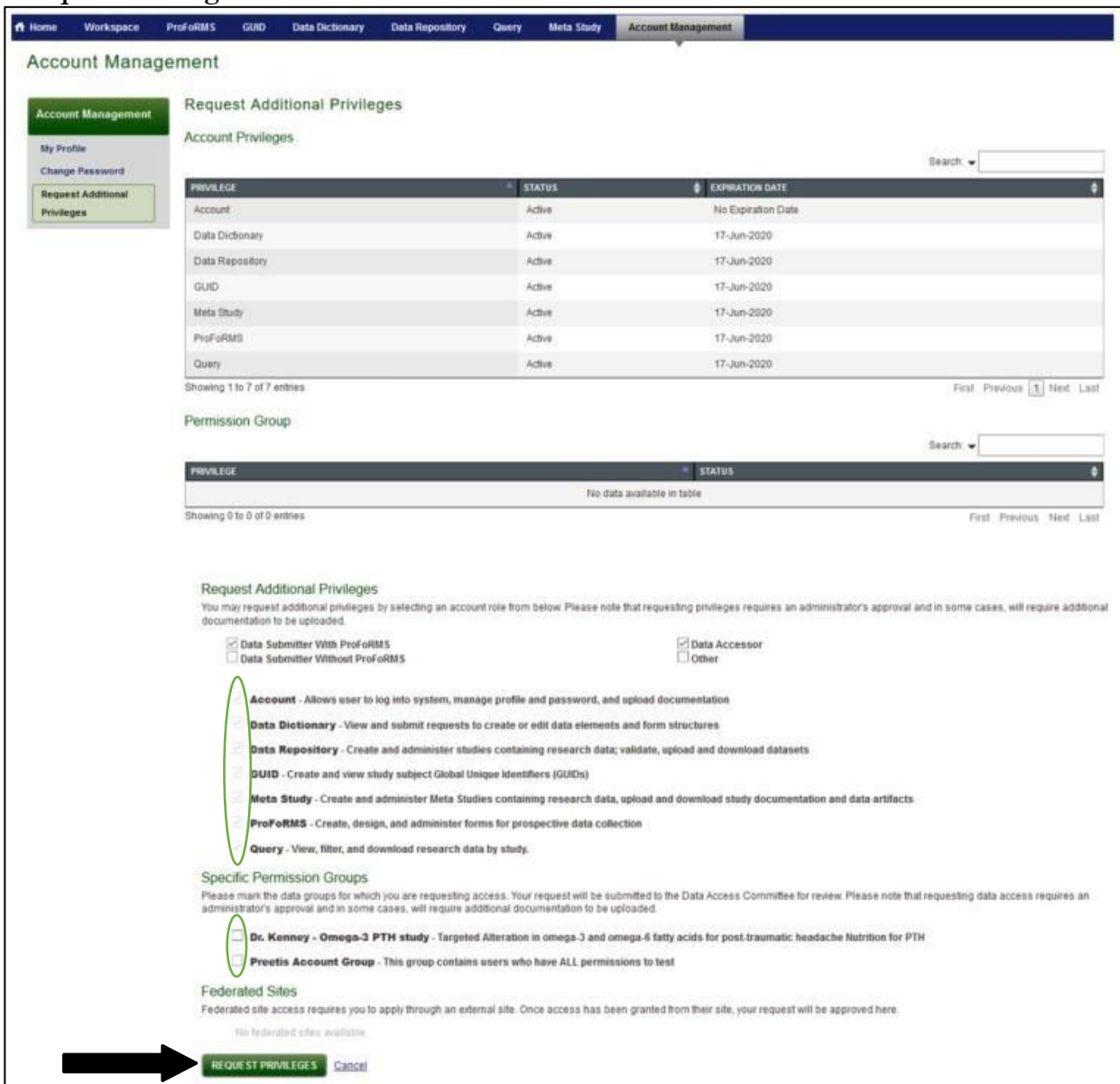
1. Log in to the system.
2. Navigate to the **Workspace** landing page.



3. Select the **Request Additional Privileges** link on the left side menu.



4. Select the desired permission by clicking on the check box beside the specific privilege and then select **Request Privileges**.



Account Management

Request Additional Privileges

Account Privileges

PRIVILEGE	STATUS	EXPIRATION DATE
Account	Active	No Expiration Date
Data Dictionary	Active	17-Jun-2020
Data Repository	Active	17-Jun-2020
GUID	Active	17-Jun-2020
Meta Study	Active	17-Jun-2020
ProFORMS	Active	17-Jun-2020
Query	Active	17-Jun-2020

Showing 1 to 7 of 7 entries

Permission Group

No data available in table

Showing 0 to 0 of 0 entries

Request Additional Privileges

You may request additional privileges by selecting an account role from below. Please note that requesting privileges requires an administrator's approval and in some cases, will require additional documentation to be uploaded.

☒ Data Submitter With ProFORMS
☐ Data Submitter Without ProFORMS

☒ Data Accessor
☐ Other

☒ **Account** - Allows user to log into system, manage profile and password, and upload documentation
☐ **Data Dictionary** - View and submit requests to create or edit data elements and form structures
☐ **Data Repository** - Create and administer studies containing research data; validate, upload and download datasets
☐ **GUID** - Create and view study subject Global Unique Identifiers (GUIDs)
☐ **Meta Study** - Create and administer Meta Studies containing research data, upload and download study documentation and data artifacts
☐ **ProFORMS** - Create, design, and administer forms for prospective data collection
☐ **Query** - View, filter, and download research data by study

Specific Permission Groups

Please mark the data groups for which you are requesting access. Your request will be submitted to the Data Access Committee for review. Please note that requesting data access requires an administrator's approval and in some cases, will require additional documentation to be uploaded.

☒ **Dr. Kenney - Omega-3 PTH study** - Targeted Alteration in omega-3 and omega-6 fatty acids for post-traumatic headache Nutrition for PTH
☐ **Pretis Account Group** - This group contains users who have ALL permissions to test

Federated Sites

Federated site access requires you to apply through an external site. Once access has been granted from their site, your request will be approved here.

No federated sites available

REQUEST PRIVILEGES [Cancel](#)



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